

Issues Relating to the State Department of Health

June 2002

***Public Safety Matters
Evaluation Committee***

Indiana Legislative Services Agency

Legislative Evaluation and Oversight

The Office of Fiscal and Management Analysis is a Division within the Legislative Services Agency that performs fiscal, budgetary and management analysis. Within this office teams of program analysts evaluate state agency programs and activities as set forth in IC 2-5-21.

The goal of Legislative Evaluation and Oversight is to improve the legislative decision-making process and, ultimately, state government operations by providing information about the performance of state agencies and programs through evaluation.

The evaluation teams prepare reports for the Legislative Council in accordance with IC 2-5-21-10(c). The published reports describe state programs, analyze management problems, evaluate outcomes, and include other items as directed by the Legislative Evaluation and Oversight Policy Subcommittee of the Legislative Council. The report is used by an evaluation committee to determine the need for legislative action.

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Preface

Each year, the Legislative Services Agency prepares reports for the Legislative Council in accordance with IC 2-5-21. In accordance with Legislative Council Resolution 01-07, this report concerns issues relating to fiscal estimate preparation by the Department of Health. It has been prepared for use by the Public Safety Matters Evaluation Committee.

We gratefully acknowledge all those who assisted in the preparation of this report.

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Introduction

The Legislative Services Agency (LSA) writes fiscal impact statements (fiscal notes) on proposed legislation, regardless of whether the legislation is a preliminary draft or a draft prepared for introduction. When preliminary drafts (PDs) of a bill are prepared for an author, the fiscal note allows the author the opportunity to make adjustments to the draft taking into account the fiscal implications of the proposal. When the proposed legislation is introduced, the LSA fiscal note serves to inform the other 149 members of the House and Senate of the purpose of the legislation and explains the expenses and/or revenues that may result from adopting the proposal. Fiscal note preparation is extremely time sensitive and confidential.

In drafting its fiscal impact statement, LSA often asks executive branch agencies to provide information on the fiscal impact and operational changes required to perform the requirements of the legislation. Often, as a result of a request from LSA or when introduced legislation affects an executive branch agency, the agency drafts a fiscal analysis for internal uses. However, this analysis is not officially attached to the proposed legislation. In Legislative Council Resolution 00-7, the Legislative Evaluation Oversight Policy Subcommittee requested a review of the fiscal analysis process used by the Indiana State Department of Health (ISDH or the Department).

Outline of this Report

This report looks at the process that ISDH uses to complete a fiscal analysis, how the ISDH's analyses integrate with the LSA's fiscal impact statements, and the way in which the ISDH's process compares to other state agencies. The review was completed by interviewing staff members of the ISDH who work on fiscal impact statements, surveying the LSA staff, and meeting with staff members from other departments.

Requirements for Fiscal Impact Statements

The Indiana Code does not directly require either the agency affected or the legislative staff to prepare fiscal impact statements for proposed legislation. However, IC 2-5-1.1-7 states that "The legislative services agency shall perform such bill drafting, research, code revision, fiscal, budgetary, and management analysis, information, administrative, and other services as are requested by the [legislative] council." IC 4-22-2-28 requires the LSA to provide fiscal analysis on proposed administrative rule changes that would have a fiscal impact of \$500,000 or more. Also, Senate Rule 38 requires that LSA must review the bill for technical correctness and attach a fiscal note. Under current Senate leadership, bills with a fiscal impact greater than \$500,000 are referred to the Senate Finance Committee. Further, House Rule 127 allows for any bill with an annual fiscal impact in excess of \$50,000 to be referred by the Speaker of the House of Representatives to the Committee on Ways and Means before the bill is eligible for second reading.

The Legislative Fiscal Impact Statement Process

The Legislative Services Agency Process

As seen in Exhibit 1, when the LSA receives a request from a legislator to amend an existing law or add a new section of code, the request is recorded and directed to the appropriate attorney in the Office of Bill Drafting and Research (OBDAR). The attorney drafts legislation which may go through multiple versions before it is finalized for introduction in bill form. During the drafting process, the legislation is known as a preliminary draft (PD) or a draft bill (LS). A PD is a preparatory document, and the LS more closely resembles the version that may be introduced.¹ However, a PD or LS may never result in a bill that is introduced. If the author never makes the legislation public, the draft and any accompanying fiscal note will not be made public.

The attorney sends the PD or LS to the legislator for review and to the director of the Office of Fiscal and Management Analysis (OFMA) for assignment to staff.² The fiscal analyst prepares a fiscal impact statement including the synopsis of the bill and a description of the impact on state and local revenues and expenditures. The fiscal impact statement also may include a table summarizing projected revenues and expenditures.

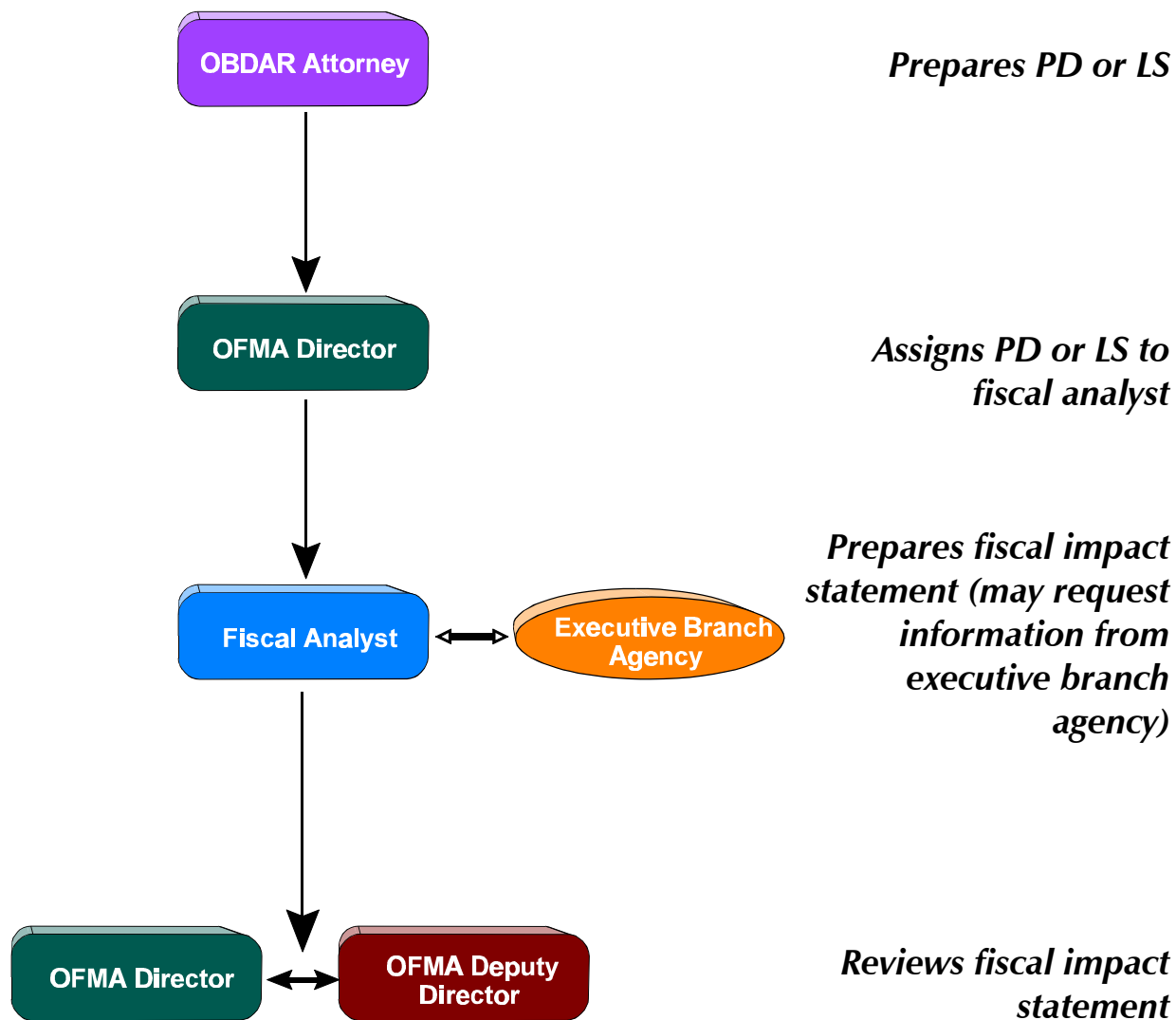
When the fiscal impact statement is complete, it is forwarded to the director and the deputy director of OFMA for review. They divide the documents between themselves for first review and then switch for a second review. After this two-step review process, the fiscal impact statement is forwarded to the requesting legislator. The legislator may ask for revisions to the PD or request that the preliminary draft be prepared as an LS. The attorney forwards the LS to the OFMA director who assigns it to a fiscal analyst for a fiscal impact statement.³ Depending on the changes made to the PD, the fiscal analyst may reuse the analysis from the PD or redraft the statement. During the legislative session, amendments made to the LS version might require the fiscal impact statement to be revised. The fiscal analyst is expected to revise the statement within 24 hours, if possible.

¹An LS may be drafted first when legislation is reintroduced from a previous session or when the legislator requests it.

²Generally, the LS is not returned to the legislator until the fiscal impact statement is complete. However, in order to facilitate the bill filing process, the LS is sometimes returned to the legislator with a fiscal note indicating that the analysis has not been completed and the note is still pending.

³Usually the fiscal analyst who worked on the PD is assigned the LS.

Exhibit 1. Illustration of the Legislative Services Agency Fiscal Impact Statement Process.



Criteria for Fiscal Impact Statements

In addition to the turnaround time for amended bills, the primary deadline facing fiscal analysts is the filing deadline for legislators. The LS and its accompanying fiscal impact statement are made available to legislators who must file the bill in person. According to the 2001-2002 rules, the final filing date for the Senate was January 22nd during the first regular session and January 10th during the second regular session. The bills must be introduced in the House during the first and second regular session by 2:00 pm on the fourth meeting day in January.

Under its strict confidentiality policy, LSA may request information of a state agency or outside party to gain a better understanding of the issues involved or to obtain data to prepare a fiscal impact statement. LSA fiscal analysts may contact state agencies for caseload information, costs, and program operation information. Often, fiscal analysts have questions that establish background information for the changes made by the bill. For example, the fiscal analysts may discuss administration rules or industry standards that are incorporated by reference into the administrative code with the agency responsible for their implementation. LSA's personnel rules emphasize confidentiality for all work products. The following excerpts from the LSA personnel rules detail this policy:

Sec. 5. (a) A drafting or information request from a member of the General Assembly is confidential. The existence of the request may not be revealed to any person who is not an employee of the Legislative Services Agency without the consent of the legislator.

(b) Any supporting papers submitted to an employee of the Legislative Services Agency by a member of the General Assembly in connection with a drafting or information request are confidential. Neither the papers nor copies of them may be provided to any person who is not an employee of the Legislative Services Agency without the consent of the legislator.

Sec. 6. (a) Documents prepared by Legislative Services Agency employees for members of the General Assembly are confidential. Before the time specified in subsection (b), the existence of the document may not be revealed nor a copy of the document provided to any person who is not an employee of the agency without the consent of the legislator, except as provided in this section. (Amended August 17, 1989)

(2) Subsection (a) does not prohibit the Agency from providing a copy of a proposed bill or amendment to an information source outside the Agency, to obtain information for the preparation of a fiscal note or for review of draft language, as long as (i) the author of the proposed bill or amendment is not revealed, (ii) the information source is advised that the proposed bill or amendment is confidential, and (iii) as soon as practical, the legislator is notified that a copy of the proposed bill or amendment has been provided to such an information source. (Added August 17, 1989)

Sometimes, an outside contact will ask to see a copy of the proposed legislation or other documents related to the bill. In this case, the LSA will notify the author with a standard letter. Another standard letter is sent to the agency requesting the documents stating that the documents are to be kept confidential and that the existence of the documents should not be disclosed to any party outside of the agency.

ISDH: Background and Fiscal Note Process

Background on the ISDH and the Legislative Process

The Department received an appropriation of \$218,782,894 in FY 2002 and \$224,082,894 in FY 2003 from all fund sources⁴. The ISDH has a wide range of responsibilities including:

1. Licensing and/or inspecting of acute care facilities, Department of Correction facilities, sewer and water systems in mobile home and agricultural camps, long-term care facilities, and certifying radiological machines and technicians.
2. Assisting local units of government in inspecting restaurants, swimming pools, and providing immunization services.
3. Developing programs for and supporting special health care needs, such as adolescent health, childhood special care, maternity care, minority health, HIV and sexually transmitted disease prevention, and women's health.
4. Maintaining vital statistics including retention of birth, adoption and marriage certificates, and epidemiological information.
5. Operating the Soldiers' and Sailors' Children's Home, the Veterans' Home, and Silvercrest Children's Development Center.

During the 2000 and 2001 legislative sessions, 85 bills were introduced that indicated the Department would be affected and 42 fiscal notes indicated that the ISDH was an information source. Of the 85 bills affecting the ISDH, 15 bills were introduced with a fiscal note not yet completed.⁵ A comparison was made between the ISDH and other state agencies, and the results are shown in Exhibit 2.

⁴This amount does not include appropriations for the Soldiers' and Sailors' Children's Home, the Veterans' Home, and the Silvercrest Children's Development Center which totaled \$39,465,492 in both FY 2002 and FY2003.

⁵An incomplete fiscal note may be issued for a variety of reasons, including (1) short lead time to prepare a fiscal note; (2) delayed or no response from a department; or (3) a fiscal analyst having insufficient time to prepare the fiscal note. A review of the DOH pending bills resulted in information on four bills indicating that the DOH took between 3 and 22 days to respond to an LSA request for information.

Exhibit 2. Comparison of the Legislation Affecting Indiana State Department of Health and Other Selected State Agencies (2000 and 2001).

Agency	State Agency Affected	Information Source	Fiscal Note Pending	Fiscal Notes Pending/ Information Source
Department of Revenue	263	143	23	16.1%
Family and Social Services Administration	142	61	18	29.5%
Attorney General	95	44	2	4.5%
Indiana State Department of Health	85	42	15	35.7%
Department of Natural Resources	68	21	1	4.8%
Health Professions Bureau	44	37	7	18.9%

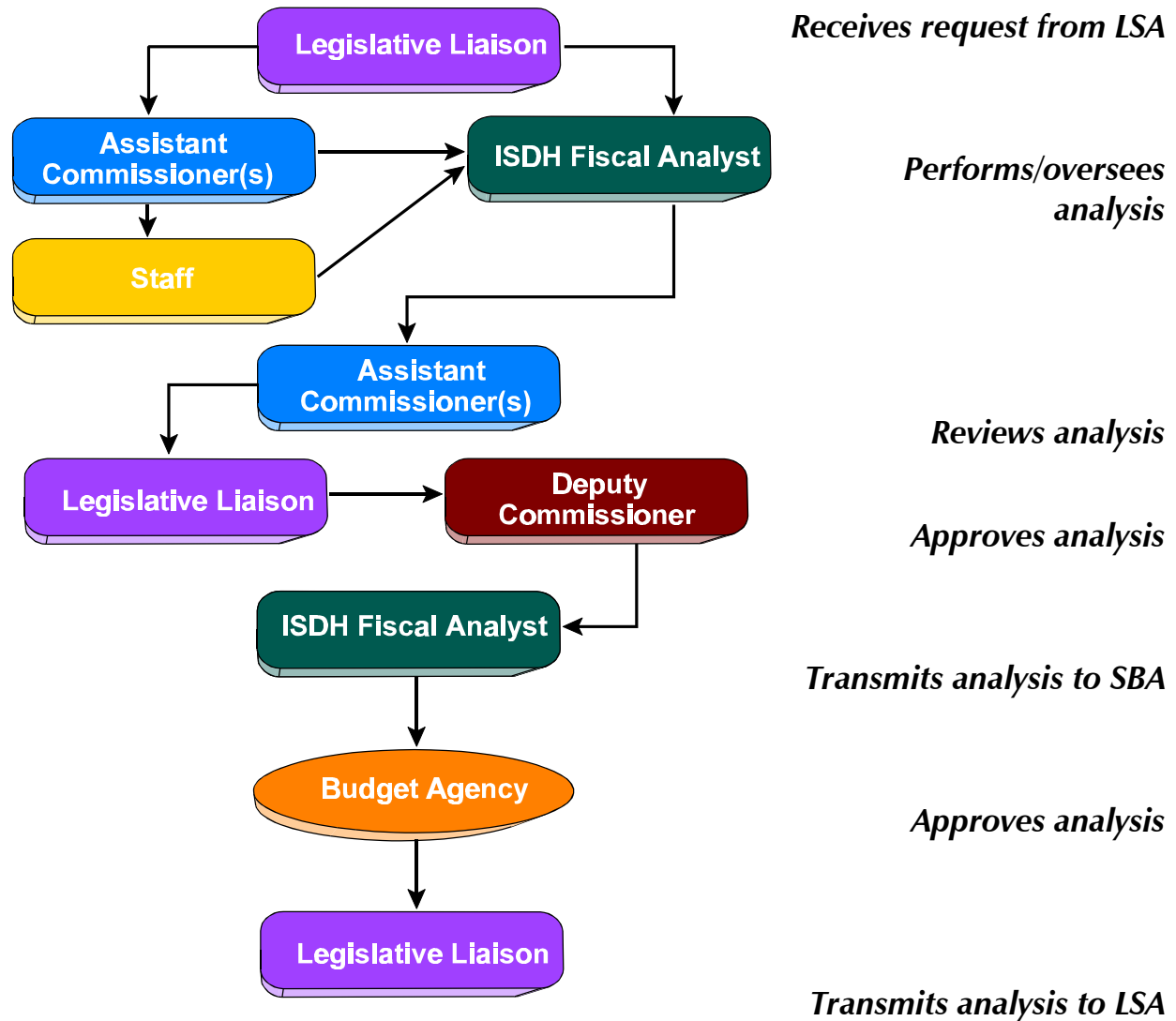
The ISDH Fiscal Note Process

When a request for information is made by LSA, ISDH prepares a fiscal analysis. According to the Department, fiscal analyses are given priority and they strive for a 48-hour turnaround. ISDH tries to identify whether the proposed legislation would require operating changes with regard to personnel costs, contracted costs, technology, computer program modifications, or federal rules or funding requirements. The ISDH also considers whether there are revenue-generating opportunities permitted by proposed legislation.

All requests to the ISDH must be directed to their legislative liaison. The liaison provides the information to the appropriate assistant commissioner(s) and to the ISDH fiscal analyst. The assistant commissioner either assigns the bill to a staff member who develops a profile of requirements or works with staff to develop the requirements. While the division is developing the requirements, the ISDH fiscal analyst begins work on a *Fiscal Impact Agency Inquiry* form (see Appendix I for a copy of the form). The form has blank spaces for the detailed expenditures, including personal services, additional staff support, grant expenditures, construction costs, and other operating costs, as well as a statement on the methodology used to prepare the estimated budget.

Once the form is completed with the requirements developed by the assistant commissioner(s) or the assigned staff and costs applied by the ISDH fiscal analyst, the form is reviewed by the assistant commissioner and sent to the deputy commissioner and legislative liaison for their approval. With all three approvals, the ISDH fiscal analyst transmits a copy of the form to the State Budget Agency (SBA) for comments from the budget analyst assigned to the ISDH budget. Once the SBA has commented on the form and any changes are made, the results are transmitted to LSA. Exhibit 3 outlines this process.

Exhibit 3. Illustration of the Indiana State Department of Health Fiscal Note Process as Described by the Department.



Methodologies Used

The Department prefers to receive a copy of the proposed legislation because they believe they may be able to identify other state agencies that could be affected by the legislation or provide technical advice on the cost implications of particular wording in a bill. The effects of a bill, according to the Department, may overlap divisions within the ISDH or the responsibilities of other state

departments. If they are asked a hypothetical question or not made aware of all the provisions contained in a bill, the information they provide may be incomplete.⁶

In order to determine what operational changes the bill may require, the assistant commissioners often contact the Center for Disease Control (CDC), national organizations, or other states. They find the turnaround time for information from the CDC is good because their counterparts in the federal agency are accessible or have information available on their website. The time for other states to answer questions varies depending on how developed the other state's programs are and how well-developed the relationship between ISDH and the other state's department. The Department also has state statistical information useful to the drafting of fiscal reports, and they have recently added report writing software that makes this information more accessible.

The ISDH uses the minimum salary from the state salary range and the state average fringe benefit costs to estimate new position costs. The Department has developed its own standard cost for adding a computer workstation, but uses the state quantity service contract costs for technology services. A rent cost is applied to each individual, employee, or contractor, who will be allocated office space in the ISDH building. Rent is charged for two reasons, according to the Department: (1) office space is already filled and new space would have to be acquired for new workers, and (2) programs with federal funding receive reimbursement for rent and building maintenance expenditures based on a pro rata share of these costs. If the number of employees increase and they are state-funded, the rent allocation to the federal government will decrease. The Department does not apply the overhead rate to proposed legislation that it charges to the federal programs, although there is some discussion of whether these costs should be added.

ISDH Fiscal Note Process Comparisons

Other Executive Branch Agencies

Most LSA fiscal analysts contact an executive branch agency for information prior to preparing a fiscal impact statement. A questionnaire was sent to LSA staff to learn about their interactions with other state agencies. Of the 21 agencies for which surveys were prepared, 20 provide the information that is requested, but only 6 complete a fiscal analysis in response to a request for information. Two agencies perform their own fiscal analysis on all legislation affecting the agency, and ten agencies prepare fiscal analyses on most of the legislation affecting their agency. As seen in the survey results in Appendix II, almost all of the agencies respond in a timely manner, and 13 respond in 24 hours most of the time. The most frequent agency contact is in the administration or the fiscal staff. Also, LSA fiscal analysts contact the legislative liaison, but with the exception of the Attorney General's office and the ISDH, the legislative liaison is not the exclusive contact.

⁶ It is LSA policy (discussed above) not to submit the draft to anyone without the consent of the author, regardless of agency preferences.

DNR Comparison

In addition to the staff survey, the Department of Natural Resources (DNR) was contacted to determine if other state agencies develop fiscal impact statements in a manner similar to the ISDH.⁷ Many similarities exist between the DNR and the ISDH process; however, the DNR model did not require a fiscal analysis for all requests. Certainly many of the same concerns were expressed in both departments including keeping the legislative liaison informed of all potential legislation and uniformity in the information disseminated by the department.

The DNR Process

The DNR legislative liaison prefers to be the intake point for all requests for information from LSA. If the LSA fiscal analyst contacts a program person, that person will often let the legislative liaison know the DNR was contacted. A question may be discussed with the department controller or sent to a deputy director in charge of the affected program. Often, the question is forwarded to a deputy director and a copy of the request is sent to the controller. Generally, the legislative liaison will communicate the answer back to the LSA fiscal analyst by phone or e-mail, but sometimes a more formal analysis is drafted. This process becomes more formal as the General Assembly session proceeds.

The DNR reports it returns answers in less than a week and often in less than 72 hours. Because of the variety of issues handled by the department, the legislative liaison may have many requests for information to answer, creating delays in the intake of questions. The legislative liaison states that a question is forwarded to someone who can provide information as quickly as possible.

A member of staff may return an answer to the LSA in simple matters, but the legislative liaison prefers that the response first be given to the executive office for verification and information purposes. Information returned by a division is reviewed by the controller and the legislative liaison. The review of fiscal impact information may help the DNR shape its view of the proposed legislation.

DNR Methodology Used

The DNR does not have a formal process for applying costs to proposed legislation. However, the DNR is more systematic in estimating potential revenues. For costs, a division will estimate the number and level of personnel needed to implement proposed legislation and apply the entry level costs for new personnel and the combined rate for fringe benefits. The department does not add direct overhead costs such as rent or computer system, unless it appears that these costs will be greater than normal, nor does the department apply indirect overhead costs. The controller is involved in the estimation of revenues.

⁷The Family and Social Services Administration would have been reviewed because of the responsibilities it shares with the ISDH, however, the legislative liaison left the position at the time of this draft and complete information was not available.

An Example: The Interaction Between the Legislative and Fiscal Note Process

In most cases, an agency can provide the most accurate information about its day-to-day operations, especially the number of employees that would have to be added or subtracted to fulfill the provisions of a bill, the level of expertise of those employees, and the amount of supervision the employees would need. LSA fiscal analysts use their knowledge of the subject area to review the information provided by the department. Due to the amendment process and the number of bills covered by each LSA fiscal analyst, analysts rely on the information presented by a department in order to provide timely information to policy makers. The example below and the time line presented in [Exhibit 4](#) illustrate the interaction between the legislative process and the fiscal note process and the importance of the information provided by a department.

The History of House Bill 1864

On January 17, 2001, a bill was introduced in the House to allow the ISDH to contract for the collection, analysis, and research of epidemiologic data for the cancer registry and to require that the Department distribute an annual report of the data received in the previous calendar year. A fiscal impact statement for the LS, drafted on January 12, 2001, indicated little fiscal impact because the Department had already entered into contracts and the annual report could be produced in a shorter time period with minimal changes.

The House Amends the Bill

The bill was amended on second reading on February 8, 2001, to include enhanced reporting requirements for the birth problems registry and an evaluation by Indiana University of both the cancer registry and the birth problems registry. One feature of the amendment was that birth problems recognized between birth and four years of age would be reported rather than just reporting problems found at birth.

In order to revise the fiscal note, the LSA analyst contacted the ISDH for information on the potential costs of the birth registry enhancements and evaluations. The Department responded on February 12, 2001, with a *Fiscal Impact Agency Inquiry* projecting three years of costs. The revised fiscal impact statement was prepared on February 12, 2001. The LSA fiscal note reflected all of the costs estimated by the Department for the first two years, except for a reduction made in the cost of the database evaluations. According to the narrative of the fiscal note, each evaluation's cost would vary between \$100,000 and \$300,000; the Department used the high end of the scale, two surveys at \$300,000 each, and the analyst used the low end of the scale, one evaluation completed the first year at \$100,000.

On February 12, 2001, the bill passed on third reading. The bill returned to third reading on February 14, 2001, and the amendment for the enhancements to the birth problems registry and the evaluations was removed. The LSA fiscal analyst issued a revised fiscal note on February 19, 2001, which had

information similar to the original fiscal note because the bill that was engrossed in the House on February 20, 2001, was the same as the bill originally introduced.

The Bill Moves to the Senate

The bill moved to the Senate where a committee recommended an amendment to the bill on March 22, 2001. This amendment required enhancements to the birth registry, including registering birth problems recognized between birth and two years of age, an analysis of the accuracy of the information in the birth problems registry by the Department, and a delay in the effective date of the section until the ISDH received the funds necessary for implementation.

A new fiscal impact statement was completed by LSA on March 23, 2001. To revise the fiscal statement to reflect the policy changes in the Senate committee amendment, the LSA fiscal analyst reevaluated the numbers submitted by the Department. Since the age range for reporting birth problems was dropped from 0-4 years to 0-2 years, the new fiscal impact statement had a different complement of employees and reduced support costs. Marketing costs were reduced based on testimony during a committee hearing, and the cost of the evaluation was reduced to reflect the Department's responsibility for an assessment of the quality of data in the birth problems registry, rather than an evaluation by an outside party of two databases. Some costs were increased, including a 4% increase in salaries between projected years and funding for software and editing costs. Overall, the fiscal impact decreased from the original estimate of \$1,415,706 for the first two years of operations to \$651,759 based on the new provisions.

Discussion

The fiscal impact statement was critical in drafting this piece of legislation. In a prior session, a bill had been introduced to develop a data warehouse for the birth problems registry with an estimated cost of \$1.1M for the first year of operations. Assuming that the House intended to provide enhancements to the birth problems registry without committing to this level of funding, knowing the cost of the provisions in the amendment was important.⁸ Legislators may have believed that they would achieve a lower cost than the prior bill because they had included less rigorous provisions, but the initial fiscal impact estimated by the Department indicated that the costs would be the same. If the revised fiscal impact statement incorporating the amendment was not available until February 12 and the legislators were not aware of the estimated cost when voting on third reading, the recall to withdraw the amendment two days later could be explained.⁹ With cost information then available, the Senate was able to redraft the amendment to achieve some of the goals of the original amendment with a reduced cost.

⁸Note: This is an assumption only. There is no record to indicate legislative intent.

⁹No information is available to indicate whether House members had seen a revised fiscal impact statement before the original third reading vote. The statement and the form returned by the Department are both dated February 12, 2001, and the third reading vote was taken on February 12, 2001. Generally, the LSA does not provide a fiscal analysis of an amendment prior to the amendment being adopted.

Exhibit 4. Timetable of House Bill 1864

<u>Date</u>	<u>Legislative Action</u>	<u>Fiscal Impact Action</u>
1/12/01		Statement drafted for LS
1/17/01	Bill introduced	
2/08/01	Amended on 2 nd reading to include birth problems registry and IU study	
2/12/01	Passed on 3 rd reading including birth problems registry and IU study	Statement revised to include birth problems registry and IU study with information from the ISDH
2/14/01	Recalled to 3 rd reading, amendment including birth problems registry and IU study removed	
2/20/01	Bill engrossed	Statement revised reflecting removal of the amendment
3/22/01	Senate committee recommends amendment to the bill: 1. Enhanced registry (birth to 2 yrs old) 2. ISDH assessment of database quality 3. Implementation upon receipt of funding	
3/23/01		Fiscal note revised based on LSA fiscal analyst's estimates and ISDH's analysis

Conclusion

The fiscal note process employed by the LSA for the use of the Legislature is both time sensitive and confidential. The ISDH process provides information for LSA fiscal notes and is, therefore, critical to ensuring that the Legislature receives timely information. The fiscal analysis system developed by the ISDH does not fully support the legislative process because it is not as timely as it could be, nor does it always protect the confidentiality of proposed legislation. Complete information received late is as problematic as not receiving input from the affected agency. The ISDH process unnecessarily delays responses by having many rechecks of the information supplied and by providing the fiscal request and ISDH response to another agency for review. In addition, allowing the LSA only one contact person who may be busy with other issues, or otherwise unavailable, may further slow the process unnecessarily, especially when an information request is for background purposes only.

There are several ways in which the ISDH could improve timeliness without reducing internal control. For example, the Department could collapse the review process by having simultaneous review steps. Also, additional time could be saved by eliminating the review by the SBA. Not only

does the SBA review of a fiscal analysis add at least 24 hours to the ISDH process, but when the Department shares information with the State Budget Agency, an advisory agency to the Governor, the ISDH violates the Legislature's request for confidentiality. While sending a fiscal analysis to the SBA may seem to some to add to the accuracy of the information provided, this step provides information to people who are beyond the immediate need to know about the legislative proposal. Moreover, the ISDH could have multiple points for intake of questions. Like the DNR, staff could be instructed to contact the legislative liaison each time they are contacted by LSA, or policies could be established so that staff would recognize questions that they can answer versus questions that must go through a formal fiscal analysis process.

APPENDICES

Appendix I

Fiscal Impact Agency Inquiry

FISCAL IMPACT AGENCY INQUIRY

1. LC or Bill Number _____

2. Subject of the bill _____

3. Type of Fund: General _____

 Special Revenue _____

 Enterprise _____

4. Can the expense of the bill be absorbed in your agency's present budget:

Yes _____

No _____

5. Estimated Fiscal effect of bill:

		FY 1999		FY 2000		FY 2001
Additional Revenue	\$		\$		\$	
Additional Expense	\$	0	\$	0	\$	0

6. Detail of expenditures:

		FY 1999		FY 2000		FY 2001
A.						
1. Personal Services	\$		\$		\$	
2. Expenditures to Support Additional Staff	\$		\$		\$	
B. Grants, Subsidies & Awards	\$		\$		\$	
C. Construction	\$		\$		\$	
D. Other Operating (Specify)	\$		\$		\$	
TOTAL		\$	0	\$	0	\$
		_____		_____		_____

Please attach a statement of the methodology used to arrive at your estimates. Include a list of the positions requested and salary levels. Use the job title stated in the classification plan and salary schedule used by the Personnel Division of the Department of Administration on January 1, ~~1999~~²⁰⁰⁰.

Agency _____
Date _____
Respondent _____
Phone Number _____

Please return this form within four (4) working days of the date below

Legislative Services Agency
Office of Fiscal & Management Analysis
Room 301 State House
Attention: _____

Date: _____

Appendix II

LSA Fiscal Analyst Surveys

	Attorney General	Administration	Alcohol & Tobacco Commission	Bureau of Motor Vehicles	Correction	Education
<i>Agency characteristics:</i>						
Contacted often for fiscal impact statement information	x	x	x		x	
Provides requested information	x	x	x	x	x	x
Prepares fiscal notes in response to information requests				x	x	
Timely respondents	x	x	x	x	x	x
Frequently responds within 24 hours	x	x	x	x		x
Requires a copy of the bill or draft						
Prepares fiscal analyses on all pertinent legislation						
Prepares fiscal analyses on almost all pertinent legislation				x	x	x
Provides annual or regular reports	x	x	x	x	x	x
<i>Most frequent contact -</i>						
Administration		x	x		x	
Legislative liaison staff	x	x			x	
Fiscal staff			x	x	x	x
Technical staff						
Line staff						

	Election Division	Environmental Management	Family and Social Services Administration*	Health	Higher Education Commission	Natural Resources
<i>Agency characteristics:</i>						
Contacted often for fiscal impact statement information	x	x	x	x	x	x
Provides requested information	x	x	x		x	x
Prepares fiscal notes in response to information requests		x	x	x		
Timely respondents	x	x	x		x	x
Frequently responds within 24 hours	x	x	x			
Requires a copy of the bill or draft						
Prepares fiscal analyses on all pertinent legislation		x				
Prepares fiscal analyses on almost all pertinent legislation		x	x	x		
Provides annual or regular reports		x	x		x	x
<i>Most frequent contact -</i>						
Administration	x	x	x			x
Legislative liaison staff		x	x	x		x
Fiscal staff		x	x		x	x
Technical staff			x			
Line staff						

	Office of Medicaid Policy and Planning	Revenue	Secretary of State	Student Assistance Commission	Board of Tax Commissioners
<i>Agency characteristics:</i>					
Contacted often for fiscal impact statement information	X	X		X	X
Provides requested information	X	X	X	X	X
Prepares fiscal notes in response to information requests	X				
Timely respondents	X		X	X	X
Frequently responds within 24 hours			X	X	
Requires a copy of the bill or draft					
Prepares fiscal analyses on all pertinent legislation	X				
Prepares fiscal analyses on almost all pertinent legislation	X			X	
Provides annual or regular reports	X	X		X	X
<i>Most frequent contact -</i>					
Administration	X	X	X		
Legislative liaison staff	X	X			X
Fiscal staff		X		X	X
Technical staff		X			X
Line staff	X	X			

	Utility Regulatory Commission	Veterans Affairs	Workforce Development	Workers Compensation Board	Count
<i>Agency characteristics:</i>					
Contacted often for fiscal impact statement information			x	x	16
Provides requested information	x	x	x	x	20
Prepares fiscal notes in response to information requests					6
Timely respondents	x	x	x		18
Frequently responds within 24 hours	x	x	x		13
Requires a copy of the bill or draft					0
Prepares fiscal analyses on all pertinent legislation					2
Prepares fiscal analyses on almost all pertinent legislation			x	x	10
Provides annual or regular reports	x		x		16
<i>Most frequent contact -</i>					
Administration	x	x			12
Legislative liaison staff					10
Fiscal staff					13
Technical staff		x	x	x	4
Line staff					2